

DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT
 RICHARD A. MCGEE CORRECTIONAL TRAINING CENTER



OTPD TRAINING SCHEDULE
AUGUST 29, 2013

STACY LOPEZ-KASSIS
 Chief

ROBERT CALDERON
 Academy Administrator
 Basic Peace Officer Institute

MARILYN MARQUEZ
 Correctional Business Manager I
 Business Administration and Support

HARD SPENDING FREEZE MEMORANDUM

SCHEDULE INFORMATION
 (209) 744-5029

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 red check marks indicate courses with updates.

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ACADEMIES

BASIC CORRECTIONAL OFFICER ACADEMY (BCOA)

Classes and graduation ceremonies will be held on the final day of class at the Richard A. McGee Correctional Training Center.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
✓05/13 - 08/30/13	CTC	Alpha/Bravo Co.	
✓06/10 - 09/27/13	CTC	Delta/Echo Co.	

BASIC CORRECTIONAL JUVENILE ACADEMY (BCJA)

Classes and graduation ceremonies will be held on the final day of class at the Richard A. McGee Correctional Training Center.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

TRANSITIONAL JUVENILE CORRECTIONAL OFFICER ACADEMY

Classes and graduation ceremonies will be held on the final day of class at the Richard A. McGee Correctional Training Center.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

ADULT PAROLE AGENT ACADEMY (APA)

Classes and Graduation ceremonies will be held on the final day of class at the Richard A. McGee Correctional Training Center.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

PAROLE AGENT TO CORRECTIONAL OFFICER TRANSITIONAL ACADEMY (APAC)

Classes and Graduation ceremonies will be held on the final day of class at the Richard A. McGee Correctional Training Center.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

LIEUTENANTS' ACADEMY

Courses currently include Leadership, Role of the Interim Emergency Operations Commander, Inmate Classification Process, Incident Reports, Senior Hearing Officer, Escape Prevention, Alarm Response, Intake Screening. Mandatory for all newly appointed Correctional Lieutenants. For location or enrollment information, please call (209) 744-5025 or -5141.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

SERGEANTS' ACADEMY

Courses currently include Inmate Classification and Central File, Litigation Management, Bargaining Unit 6 MOU, Inmate Discipline Hearing Officer, Write and Review Incident Related Reports, Escape Prevention Pursuit, Alarm Response for Response Supervisors. Mandatory for all newly promoted Correctional Sergeants. For location or enrollment information, please call (209) 744-5025 or -5141.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

COMPUTER

INTERMEDIATE LEVEL

For more information, please call (209) 744-5085.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

NEW EMPLOYEE ORIENTATION

New Employee Orientation (NEO) is required within the first 90 days for all staff new to State service or the Department. NEO provides an overview of the Department's organization and operations as well as specific topics. Class will be held from 8am to 5pm. For enrollment information please call (209) 744-5000 ext. 4389.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home

PC 832

This 80-hour course is required for all Peace Officers. The course covers Arrest & Control, Firearms and Chemical Agents. Participants must pass two written exams, qualify at the range and are exposed to chemical agents. AODs, fire personnel and others attend this class. There is no expiration date for the certification unless an individual is out of Peace Officer status for 3 years or more. In this case, the PC 832 course must be re-taken and successfully passed by the individual. For more information, please call (209) 744-5085.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home

RANGE AND TACTICAL

The Range and Tactical Programs Unit oversees specialized training such as Range Master, Chemical Agents, Impact Munitions, Baton Instructor Courses, Armory Schools, Instructor Recertification, and Force Option Simulator (formerly Range 2000). For more information, contact the Range & Tactical Unit at (209) 744-5081.

Note: To be placed on a waiting list, contact your IST Manager.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

37 & 40MM CARE & REPAIR

\$80 tuition may increase.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
		No Current Dates	

ARMORERS' SCHOOLS

These courses are offered for Armory and Range staff. There is a participant fee (varies by class) charged by the manufacturers for these courses. These classes enable the participant to repair and care for department weapons. Courses offered are Smith & Wesson .38 Revolver (\$753.88 tuition & tool kit), Ruger Mini-14 Rifle (\$200 tuition) and Penn Arms 37 & 40mm Impact Launcher (\$80 tuition) care & repair. Certification life varies from 2 to 4 years for each course and is determined by the manufacturer.

For more information on courses offered; requirements for attending courses; or, to be placed on a class list, please call (209) 744-5081.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	home
✓10/15 - 10/16/13	CTC 0-4		

EXPANDABLE BATON TRAINING-FOR-TRAINERS

This is a 3-day, 72 hour Instructors' course. Upon completion of this course, the participant is considered a Baton Instructor and is able to certify staff at their Institutions. This is a 3 year certification. *Pre-qualification is required.*

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

RANGEMASTER TRAINING

This is a 10-day, 80 hour course for Correctional Officers. Upon completion of this course, the participant is considered a Rangemaster Instructor and is able to certify staff at their Institutions. They are proficient in Firearms, Chemical Agents and Impact Munitions. This is a 5 year certification. Ammunition may cost. *Pre-qualification is required.*

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

RANGEMASTER PROCTOR TRAINING

This is an 8 hour course that allows a Rangemaster Instructor to re-certify other Rangemaster Instructors at their Institutions. The Proctor certificate is in force for as long as the individual keeps their Rangemaster certification current (is recertified every 5 years).

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

RUGER MINI-14 CARE & REPAIR

\$200 tuition may increase.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>

S & W .38 CARE & REPAIR

\$475 cost; tool kit extra \$355 (if needed).

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

SUPERVISION

ADVANCED SUPERVISION

Courses include Welcome to Management, Team Building, Ethical Decision Making, Effective Writing, Communication Styles, Managing Fiscal Resources, Progressive Discipline, FLSA/FMLA, Supervisory Styles, Effective Communication Skills, Employee Wellness, and Substance Abuse Testing. Mandatory for all second-line supervisors. For location or enrollment information, please call (209) 744-5025 or -5141.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
✓10/28 - 11/1/13	CTC G-Mod		
✓12/9 - 12/13/13			

BASIC SUPERVISION - ADULT

The Basic Supervisor's Program for CDCR (Adult) is designed for new first-line supervisors. The goal of this course is to deliver a wide range of training for staff in CDCR (Adult), provide an environment conducive to learning, and deliver training base on core competencies, statutory and Department mandates. For enrollment information, please call (209) 744-5025 or -5141.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
✓10/14- 10/18/13			
✓11/4 - 11/08/13			

BASIC SUPERVISION - JUVENILE

The Basic Supervisor's Program for the Division of Juvenile Justice is designed for new first-line supervisors. The goal of this course is to deliver a wide range of training for staff in the Division of Juvenile Justice, provide an environment conducive to learning, and deliver training base on core competencies, statutory and Department mandates. For enrollment information, please call (209) 744-5025 or -5141.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

TRAINING-FOR-TRAINERS

ADVANCED TRAINING-FOR-TRAINERS

Advanced T-4-T is designed for employees who have already completed basic "Training for Trainers" or have obtained a teaching credential from a public school district or a regionally accredited college or university. This class is the next level, students will learn how to use their skills to engage in all major activities associated with a Training for Trainers class, i.e. assisting beginning-level students, test preparation, leading critiques, evaluations and adult learning/teaching methodology.

For enrollment information or directions, please call (209) 744-5000 ext. 4389.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

TRAINING-FOR-TRAINERS

Training-for-Trainers (T-4-T) is designed for employees who provide (or will soon begin providing) training and/or presentations to CDCR staff. It covers public speaking, effective use of media, nerve-calming techniques, and methods for handling unexpected classroom disasters. Departmental policy states in part "personnel utilized as IST instructors" must either possess a teaching credential or take a 24 hour course in training techniques. T-4-T is designed to satisfy that requirement.

For enrollment information or directions, please call (209) 744-5000, ext. 4389.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>

OTHER TRAINING

Training listed below is held by various departments. For dates and more information, please call the number listed with each course.

CODE OF SILENCE

The Office of Training and Professional Development is offering Ethics and Code of Silence training as part of New Employee Orientation training. If you are interested in attending the Ethics and Code of Silence training, please call (209) 744-5091.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

DEFENSIVE DRIVING

The Department of General Services offers this 2-2½ hour web-based training consisting of 11 modules containing slides, videos, and narration that reviews safe driving techniques. In accordance with the State Administrative Manual (SAM) Sections 0751 & 0752, all state employees who frequently drive on state business should successfully complete an approved defensive driver training course once every four years. Course information is at <https://www.training.dgs.ca.gov/course.asp?courseID=91> (note "s" after http) or call (916) 376-5308. Course is available at www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

EEO & SEXUAL HARASSMENT TRAINING

Please call the Office of Civil Rights, (916) 323-1326.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

ETHICS ORIENTATION FOR STATE OFFICIALS

California law requires state officials to complete an ethics training course every two years. AB 3022 expands ethics orientation requirement to anyone who files a Statement of Economic Interest (Form-700). For more course information, go to ag.ca.gov/ethics/trainingcourse.php, or contact the Office of the Attorney General at ag.ca.gov/ethics/contact.php.

<u>Dates</u>	<u>Location</u>	<u>Status</u>	<u>home</u>
		No Current Dates	

LOCATIONS

GALT

R. A. MCGEE CORRECTIONAL TRAINING CENTER (CTC)

9850 Twin Cities Road, Galt, CA 95632
(209) 744-5000

LOCATION ABBREVIATIONS

CEN	Centinela State Prison, Imperial
CIM	California Institution for Men, Chino
CMF	California Medical Facility, Vacaville
CSUS	California State University, Sacramento
CTC	Correctional Training Center, Galt
CTF	Correctional Training Facility, Soledad
Goethe	10000 Goethe Road, Bldg A, 1st Floor, Sacramento
HDSP	High Desert State Prison, Susanville
HQ	CDCR Headquarters, 1515 S Street, Sacramento
KVSP	Kern Valley State Prison, Delano
PBSP	Pelican Bay State Prison, Crescent City
RJD	Richard J. Donovan Correctional Facility, San Diego
SQ	San Quentin State Prison, San Quentin
Stark	Heman G. Stark Youth Correctional Facility, Chino
STC	Stockton Training Center, Stockton
SVSP	Salinas Valley State Prison, Soledad

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TRAINING GUIDELINES

REFERENCE

California Department of Corrections and Rehabilitation Operations Manual (DOM) Chapter 3, Article 18, Section 32010

DEFINITIONS

Training: The process whereby Department employees, either individually or in groups, participate in a formalized, structured course of instruction to acquire skills, knowledge and abilities for their current or future job performance. These organized activities shall contain measurable learning objectives that can be evaluated in a classroom setting or in structured OJT. (32010.5)

Job-Required Training: Training designed to assure adequate performance in a current assignment. This includes orientation training made necessary by new assignments or new technology, refresher training, and training mandated by law or other State authority. (32010.5)

Job-Related Training: Designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment. It prepares the employee to assume increased responsibilities in their current assignment. (32010.5)

Upward Mobility Training: Designed to provide career movement opportunity for employees within classifications or job categories designated by the Department as upward mobility classifications. Includes training to facilitate movement of employees from designated classifications into other classifications with increased career opportunities. (32010.5)

Career-Related Training: Designed to assist in the development of career potential and intended to help provide an opportunity for self-development and achievement of the Department's or State's mission and may be unrelated to a current job assignment. (32010.5)

In-Service Training (IST): Any formal training sponsored and conducted by any State agency for the training and development of State employees. (32010.5)

On-the-Job Training (OJT): Formal training conducted by a supervisor (or a designated employee with the required expertise under the direction of a supervisor) at the job site while the employee is working. (32010.5)

Out-Service Training (OST): Any formal training conducted by a non-state agency, the University of California or California State University, and colleges that may be open to the public, as well as State employees, and/or private industry. Sponsoring agencies maintain control over the course content for OST. (32010.5)

Training Requirements: Training of employees shall be done during regular work hours, when possible, or on the employee's off-duty hours when necessary. Compensation for training shall comply with existing policies, law, and 'Memorandums of Understanding' (MOUs). Within budgetary constraints, the required training shall be provided by the Department and accomplished by the employee. It is a condition of employment that all employees complete the training required for their job classification/position. Employees who fail to meet these training requirements may have their merit salary award denied or be subject to other administrative sanctions. All Employees shall receive 40 hours training annually, at least of eight hours of which shall be formal classroom instruction annually. The balance can be any combination of OJT, formal IST, or out-service training (32010.10, 13).

Orientation of Departmental Employees: All employees new to the Department, regardless of job classification, shall receive orientation training. It is intended the Orientation Training be provided within 90

days of appointment. Orientation is required in addition to other training requirements. (32010.10.1)

Probationary Employees: Entry-level, probationary employees of the Department shall complete the training requirements of their job classification before the end of their probationary period, or earlier, as specified. An employee who provides acceptable certification of having previously completed a requirement shall receive credit and not be required to repeat the training. Employees who fail to complete any portion of required training may be rejected on probation.

Probationary employees are required to receive orientation training in addition to the requirements for certain job classifications. (32010.12)

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